



How to use the Automated System to Schedule Inspections

Dial (510) 494-4885

1. Press **1** to schedule an inspection.
2. Press **1** to access BLD permits.
3. Enter the **Numeric** portion of your **Permit #**.
i.e. BLD **2000-01234**
4. Enter the **3-DIGIT INSPECTION CODE**.
i.e. **199** for a final inspection. If you do not know the inspection type you need, enter **811** for unknown inspection type.
5. Choose **1** for next day,
2 for 2nd day,
or **3** for 3rd day.
The cut off time for next day inspections is 4 p.m.
6. Contact the inspector on the back of the permit card the morning of your inspection to get your AM or PM time frame. If a name is not listed, call 494-4400 after 8:00 a.m. to be connected to your inspector.
7. Press **1** for confirmation number,
2 to schedule another inspection on the *same* permit,
or **3** to schedule another inspection on a *different* permit.